**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 3rd August 2020 at 7pm ON ZOOM**

**Present: Cllr I Davis (Chairman)**

**Cllr R Martin**

**Cllr A Varley**

**Cllr P Avellino**

**Cllr A Seddon**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 4**

1. **Apologies.** None received. Cllrs Darby and Iddon were not present
2. **Declarations of Interest.** Cllr Varley identified that as a District Councillor he may have an interest in some applications because he sits on the planning committee at District. The Chairman declared an interest in item 10a on the basis that he is the applicant
3. **Minutes of the previous meeting.**
	1. To receive and approve the minutes of the meeting held on Monday 9th March 2020, and matters arising. **APPROVED**
4. **Actions from previous minutes:** The Chairman noted that as these actions were from March they were no longer relevant to the meeting ahead
5. **Correspondence**
	1. Clerk. Invoice to football club sent. £100. Noted
	2. Parishioner. Note that the slipway has been damaged. The Chairman would meet with the Clerk and Cllr Martin the following morning to review the slipway and to consider insurance implications. (*note: no recent damage was deemed to have taken place – simply wear and tear.* ***The Clerk*** *would look into estimates for upgrade works. No urgent action was deemed to be required)*
	3. NNDC. Note that the Big Society Fund has been retired and replaced with the Norfolk Sustainable Communities Grant Fund. Noted. **District Cllr Varley** would circulate the relevant information
	4. Stone Masons. Note that a company will value the War Memorial for replacement so that the Council may review the insurance of the war memorial. The Clerk had received an estimate for replacement of £13,400 including VAT. **The Clerk** would forward this estimate to the insurers to confirm that the cover was in place
	5. To consider the NNDC request for a consultation response regarding the removal of the telephone box on Lower Street. The Council confirmed that as the phone box is not used, and as the mobile phone reception in the village is much improved, it did not see a problem with the removal of the phone box. **The Clerk** would inform NNDC
6. **Finances:**
	1. Cllr Martin confirmed the accounts for the month
	2. **Receipts:** None
	3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 3.8.20 | Ralph Morris | Litter Picking  | S/O | 130.00 |  |
| 3.8.20 | Clerk | Salary and expenses | 2512 | 558.68 |  |
| 3.8.20 | HMRC  | Tax (paid by Clerk).  | 2513 | 44.60 |  |
| 27.7.20 | Nest | Pension (in part from Clerk salary) | DD | 102.81 |  |
| 3.8.20 | Neal Sharpe | Internal audit | 2514 | 90.00 |  |
| 29.7.20 | URM | Glass | DD | 17.64 | 2.94 |
| 15.8.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |
| 3.8.20 | David Bracey | Play Inspection | 2515 | 96.00 | 16.00 |

1. **Asset Management.**
	1. To consider the re-opening of the playground. Cllr Varley noted that he had worked with the Clerk regarding the risk assessment for the re-opening of the playground. Cllr Varley had opened the playground and put signage up. **The Clerk** would organise for longer term signage to be printed and laminated. The Chairman thanked Cllr Varley for his work on the playground during the pandemic
	2. Cllr Varley recorded his thanks, and that of the Council, to the local contractor for his hard work and long hours helping the Council with the cordoning off of benches and for the help with the playground during the pandemic.
2. **Parish Councillor reports.**
	1. **Playground report.** Cllr Varley confirmed that he had the inspection book and would fill in the playground inspection report accordingly
	2. **Covid-19 response.** The Chairman thanked the Covid-response team, especially the leader, for its immense help to the community during the pandemic. He also thanked the shops who had stepped in to supply provisions: Roys, the Galley, Staithe and Willow and the Shop at Womack Staithe and the Post Office. He noted that those involved with the Covid-response group had been invited on a river cruise to thank them. This cruise had been postponed due to the cessation of the ease of lockdown and tentatively re-booked for 28th August 2020
3. **Parishioners’ Matters: The meeting was adjourned at 7.22 pm for public participation**
	1. **District / County Councillor report**
	2. **Public Session**

A member of the public had attended the meeting to introduce his business and to ask if he could use the Village Hall Car Park for his pizza van two nights per week. This item was on the agenda – item 11e below

**The meeting was reconvened at 7.43pm**

1. **Planning:**
	1. **Planning applications received**
		1. PF/20/1172. Sans Souci, 99 Lower Street. 3 bay detached garage to side of dwelling. **Supported**
2. **Agenda items**
	1. To confirm receipt of the internal audit report. The Council **CONFIRMED** receipt of the internal audit report
	2. To discuss any actions arising from the internal audit report for the financial year 2019/2020. The Council agreed that it was satisfied that all items raised on the internal audit report had been dealt with
	3. To confirm the Annual Governance Statement for the financial year 2019/2020. The Clerk read the Annual Governance Statement to the Council. This was **CONFIRMED**
	4. To confirm the Annual Accounting Statement for the financial year 2019/2020. **CONFIRMED**
	5. To determine a decision (in principle) of allowing a pizza van the use of the Village Hall car park. Following discussion, the Council **AGREED** in principle to this suggestion. **The Chairman** would put together a lease. **The Clerk** would speak with the Village Hall Committee and would confirm with the applicant that the Council had approved the suggestion in principle
	6. To agree to ringfence a minimum number of Parish Council allotments for the exclusive use of Hoveton parishioners in return for an annual management fee. The Chairman had circulated documentation regarding this suggestion during the month. The Council **CONFIRMED** that it would allow Hoveton parishioners to rent 15 allotments for a fee of £250 starting in April 2021. **The Chairman** would contact Hoveton PC to confirm details. Cllr Martin queried the setup of the new allotments when considering car parking arrangements. **The Chairman** would review this and revert
3. **To list items for the Horning Reach Parish News**
	1. Playground open. Disclaimer. Recommend social distancing
	2. Thank Covid-response group
4. **HTo identify other items at the Chairman’s discretion:**
	1. Cllr Avellino noted that the parish partnership scheme would be finishing at the end of December
5. **To identify the next venue for the SAM2 sign.** The Sam2 sign would be placed at Ludham Bridge, then at Ropes Hill
6. **Closure of meeting at 8.28 pm**
7. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 7th September 2020 in St Benet’s Hall or on ZOOM at 7pm**